



January 14, 2025

Mr. Peter Chapman
Planning Board Chairman
Village of Marcellus
6 Slocombe Ave
Marcellus, NY 13108

**RE: Revised Subdivision Application – Baltimore Ridge
23 Baker Road & 25 Baker Road
CHA Project No. 092529**

Dear Mr. Chapman:

CHA, on behalf of the applicant/owner, is pleased to submit the enclosed revisions to the Subdivision Application related to the above referenced property.

The application is to combine two (2) existing parcels into one (1) new lot for a residential home.

- 23 Baker Road & 25 Baker Road

The map has been revised based on comments from the Village Engineer to now include a 20ft proposed drainage easement along Baker Road and a 15ft drainage easement along Baltimore Ridge Road.

Three (3) copies of the following items are included in this submission:

- Planning Board Application Form
- \$600.00 review fee (\$100 + \$500 engineering deposit)
- Environmental Assessment Form
- C-111 – Lot 3 & 4 Subdivision Plan (last rev. 1/14/25)
- Final Plan – “Resubdivision of Lots 3 & 4” (dated 1/14/2025)

Should you have any questions related to the submission, please do not hesitate to contact me at 315-228-0036 or bbouchard@chacompanies.com

Very truly yours,

A handwritten signature in black ink, appearing to read 'Brian F. Bouchard', written in a cursive style.

Brian F. Bouchard, P.E.
Project Engineer V

V:\Projects\ANY\K7\092529.000\07_Permitting\Local\2 - Revised PB Application-1-14-25\0 - Subdivision Cover Letter - 1-14-25.docx

Planning Board Application Procedure

Village of Marcellus

6 Slocombe Avenue
Marcellus, NY 13108
(315) 673-3112

Village Law §7-725 and the Village of Marcellus Code authorize Planning Board approval of all Site Plans, Special Permits, Subdivisions and Lot Line Adjustments.

This application form is intended to provide an overview of the procedures and requirements of this process. This outline is by no means complete, and the Planning Board may request additional information throughout the review process.

The powers and duties of the Planning Board have been vested in the Village Board of Trustees. The board normally meets at 7:00 P.M. on the third Wednesday of each month. In order to be placed on the agenda all required materials must be submitted to the Village Clerk's office **at least (2) two weeks before the meeting date.**

A. Fees:

1. New site plan approval - \$100.00. Revised site plan - \$50.00.
New site plans require \$1,000.00 deposit for engineering and legal fees. Any remaining deposit funds will be returned upon completion of the project and any shortage will be billed to the applicant.
2. Special permit - \$50.00 plus administrative costs
3. Sub-division of land - \$100.00 plus \$500.00 deposit for engineering and legal fees incurred by the Village of Marcellus.
4. State Environmental Quality Review Long Form (SEQR) - \$25.00

B. Applicants submitting electronically and prepared to present electronically at the meetings must submit:

1. The electronic documents to: codes@villageofmarcellus.com
2. Five (5) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

C. Applicants submitting in paper form only must submit:

1. Nine (9) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

D. Additional instructions by application type:

1. Special Permits

The applicant must be prepared to address the following items at the hearing:

- a. That the proposed use is in compliance with all other applicable regulations of the Zoning Local Law, and other applicable federal, state, and local regulations.
- b. That the proposed use will not have an adverse impact upon the character or integrity of any land within the neighborhood.
- c. That the proposed use is physically and visually compatible with (and will not impede development or redevelopment of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.

2. Site Plan Review

The plot plan must include following.

- a. Title of drawing, including project name and location, name and address of applicant and person responsible for preparation of such drawing;
- b. North arrow, scale and date;
- c. Zoning category of the parcel and all surrounding parcels, including square footage of the parcel;
- d. Boundaries of the property plotted to scale;
- e. Location and description of all easements;
- f. Existing watercourses;
- g. Topographic information showing existing and proposed contours;
- h. Adequate notation regarding changes to the site or existing buildings;
- i. Drainage plan indicating location of ponds, swales, pipes, permeable pavements, rain gardens, bioretention systems, etc.;
- j. All existing and proposed driveways and pedestrian walkways;
- k. All existing and proposed traffic control devices;
- l. Location of fire and other emergency zones, including the location of fire hydrants;
- m. Location, design and type of construction of all parking and truck loading areas, showing access and egress, including parking calculations;
- n. Location of proposed snow storage areas;
- o. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- p. Location, size, and type of existing trees exceeding 5' in height;
- q. General landscaping plan and planting schedule including buffer areas;
- r. Location, design, type of construction and exterior dimensions of all existing and proposed buildings;
- s. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- t. All other existing and proposed structures, noting size and location;
- u. Location of outdoor storage and trash storage areas and proposed screening;
- v. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- w. Location and design of existing and proposed outdoor lighting facilities including illumination levels;
- x. Location, size and design and type of construction of all proposed signs, including sign area calculations;
- y. An estimated project construction schedule;
- z. Record of application for and approval status of all necessary permits from state and county officials;
- aa. Identification of any state or county permits required for the project's execution;
- bb. Other elements integral to the proposed development as considered necessary by the Planning Board;

3. Subdivisions

- a. FOR SUBMISSION OF SKETCH PLAN. The Applicant shall submit to the Village Clerk the sketch plan of the proposed subdivision, which shall comply with the requirements of the Subdivision Regulations. Applicant shall show all topographic features on adjoining properties which may affect or be affected by surface and spring water draining on the plat.
- b. FOR SUBMISSION OF PRELIMINARY PLAT. Applicant shall submit to the Village Clerk the proposed Preliminary Plat and two (5) copies of all other attachments (e.g., grading plans, erosion and sediment control plans, etc.). An application for Preliminary Plat approval shall not be considered complete until the required number of the Preliminary Plats and other documents are so received by the Planning Board.

Planning Board Application

Village of Marcellus

6 Slocombe Avenue
Marcellus, NY 13108
(315) 673-3112

APPLICATION TYPE - PLEASE SELECT ONE:

Site Plan Special Permit Sub-division Preliminary Sub-Division Final

PROJECT LOCATION INFORMATION:

Address of project: 23 & 25 Baker Road Marcellus, NY 13108

Tax Map # 314801 007 .- 03 - 20.0 & 21.0

Project Name: Baltimore Ridge - Subdivision (23 & 25 Baker Road)

APPLICANT INFORMATION:

Property Owner: Baltimore Ridge LLC

Address of property owner: 605 West Genesee Street, Syracuse NY

Phone # 315-472-4431

Fax # _____

Lease Holder: _____

Address of property owner: _____

Phone # _____

Fax # _____

Contact Person: _____

Address of property owner: _____

Phone # _____

Fax # _____

Architect/Engineer: CHA Consulting, Inc (c/o Brian Bouchard)

Address of property owner: 300 S. State Street, Suite 600

Phone # 315-228-0036

Fax # _____

bbouchard@chasolutions.com

EXISTING PROPERTY INFORMATION

Current zoning classification: Residential Class A (RA) - Single Family

Surrounding land use: single family residential

North: 21 Baker Road (single family)

South: Baltimore Ridge Road

East: 4219 South Street Road (single family)

West: Baker Road

Total site area (sq feet or acreage): 0.53 Acres

Dimensions of property: 177 x 130

Existing number of parking spaces: n/a

Current land use (residential, commercial, undeveloped, etc.): residential

Current conditions of site (buildings, brush, etc.): vacant house lot

PROPOSED PROJECT INFORMATION

Anticipated project development time: 8 months

Will this project be staged? No If yes, explain: n/a

Does project involve any designated wetlands? None

Does project involve any flood plain development? None

If yes, identify community panel: n/a Identify designation: n/a

Identify State or Federal permits needed (list type and appropriate agency):

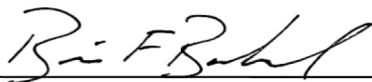
None

Anticipated increase in the number or residents, shoppers, employees, etc. as a result of this development:
single family home

Project description (please describe proposed use, demolitions, alterations and any proposed new construction):

The application is to combine Baltimore Ridge Lots 3 & 4, formally known as 23 Baker Road and 25 Baker Road into one (1) new parcel to allow for the construction of a single family home.

I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature:  Date: 1/6/2025

FOR OFFICE USE ONLY

Project # _____	Description: _____	Fee: _____
Project # _____	Description: _____	Fee: _____
Project # _____	Description: _____	Fee: _____

Date application received: _____ Received by: _____

Date application found to be complete: _____

Total Fee Due: \$ _____ Date Paid: _____ Cash Receipt # _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Baltimore Ridge Subdivision (23 & 25 Baker Road)			
Project Location (describe, and attach a location map): 23 Baker Road and 25 Baker Road			
Brief Description of Proposed Action: Proposed subdivision (lot consolidation) to combine two existing parcels (23 & 25 Baker Road) into one new lot for the purpose of constructing a single family residence.			
Name of Applicant or Sponsor: CHA Consulting Inc, (c/o Brian Bouchard)		Telephone: 315-228-0036	
		E-Mail: bbouchard@chasolutions.com	
Address: 300 S. State Street, Suite 600			
City/PO: Syracuse		State: NY	Zip Code: 13202
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0.53 acres			
b. Total acreage to be physically disturbed? _____ 0.53 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 0.53 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	

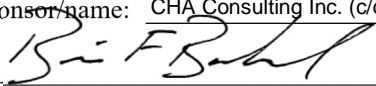
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		

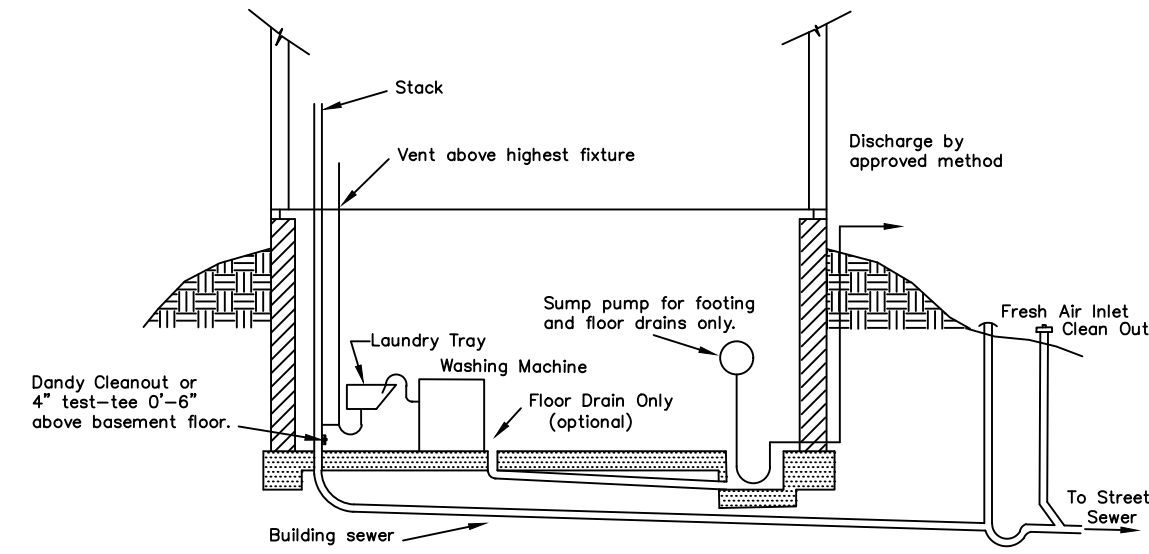
Proposed house (roof and driveway) will be collected within the existing stormwater management system on site.		

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>CHA Consulting Inc. (c/o Brian Bouchard)</u> Date: <u>1/6/25</u>		
Signature: <u></u> Title: <u>Project Engineer</u>		

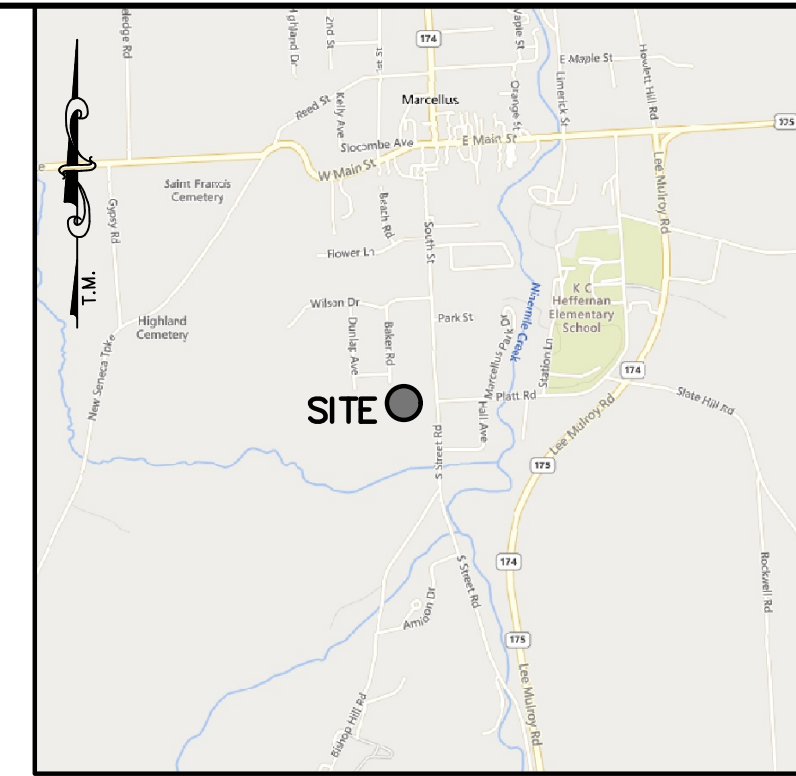
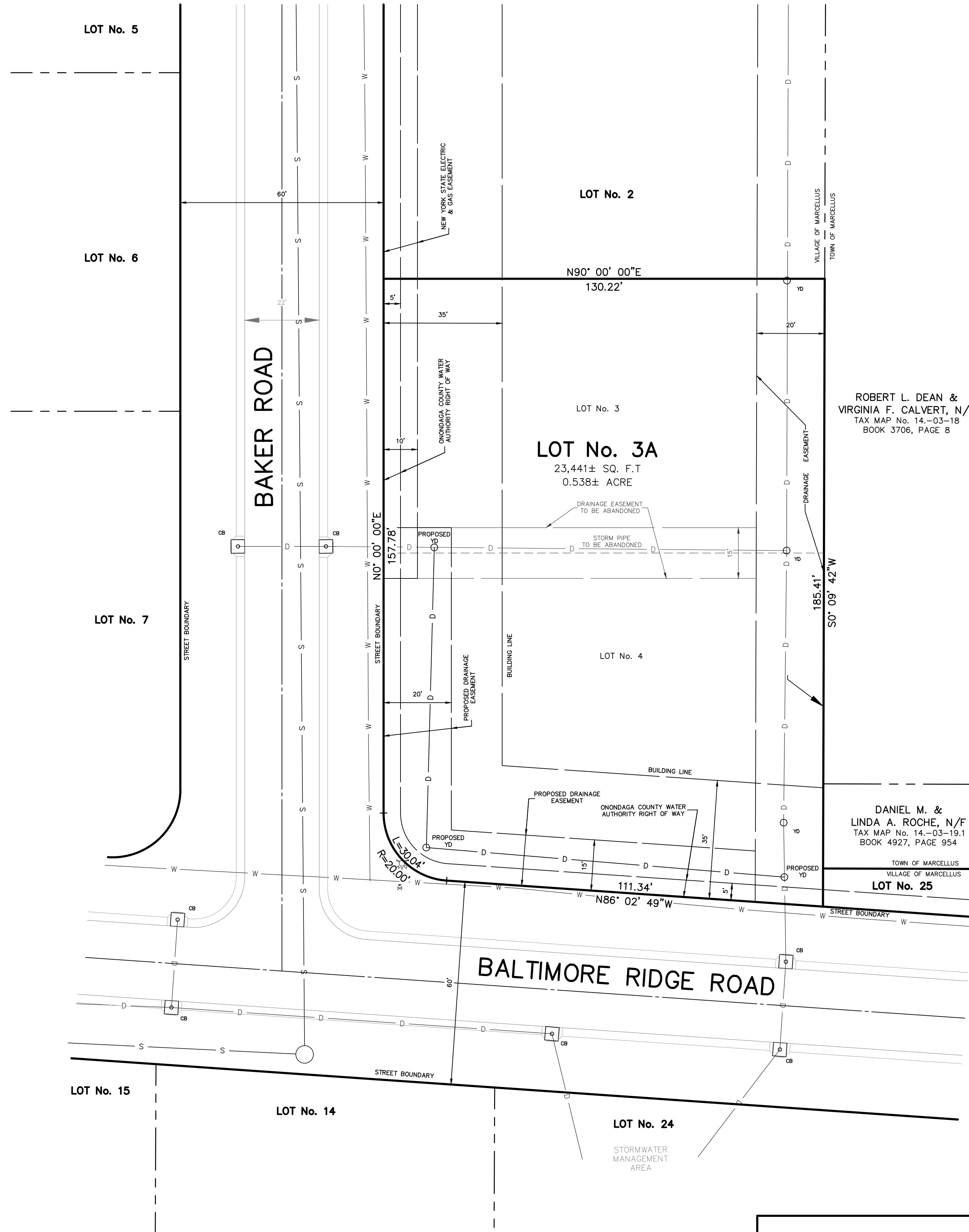


PROPOSED TYPICAL LAYOUT FOR WET SEWER CONNECTION

- 1) Laundry waste must be solidly connected to a soil or waste stack.
- 2) Sump pump discharge pipes shall be connected directly to the storm sewer system where storm sewers are available; otherwise they shall be directed to rear yard drainage swales. Sump pump discharge shall not be directed toward the street without written permission of the town.
- 3) Basement floor to be pitched toward floor drain or sump.
- 4) Floor drain is optional.
- 5) Horizontal separation between sewer and water lateral – 10 feet minimum.

TRACT MAP REFERENCE:

BALTIMORE RIDGE AMENDED
 BY: IANUZI & ROMANS LAND SURVEY, P.C.
 MAP No.: 13325
 DATE FILED: JUNE 13, 2022



LOCATION PLAN
 Scale: 1" = 2000'

NOTES:

Total area: 0.538± acre
 Total number of lots: Two (2) existing; One (1) proposed.
 Present Zone: (RA) Single Family Residential.
 Pavement widths shown are without gutters.
 Location of underground utilities taken by field measurement where practicable, otherwise taken from various other sources and are approximate only.
 The premises shown hereon is within Zone "X" (Areas determined to be outside the 0.2% annual chance floodplain.) according to Federal Emergency Management Agency National Flood Insurance Program Flood Insurance Rate Map Community Panel No. 36067C0302F, effective date: November 4, 2016.

LEGEND:

- ☆ LS indicates light stand
- indicates utility pole, anchor & overhead lines
- IFF □ MON FND indicates iron pipe and/or monument found
- indicates bollard
- indicates sign
- 12" CMP — indicates storm culvert
- 6" G — indicates gas main, gas valve & gas line marker
- 8" W — indicates water main, water valve & hydrant
- 18" D — indicates storm sewer, catch basin & manhole
- 8" S — indicates sanitary sewer, sewer vent & manhole
- TEL — indicates underground telephone line, manhole & box
- U-TEL — indicates underground electric line & manhole
- CATV — indicates underground television cable & box
- indicates boundary line
- indicates adjacent parcel line
- indicates old/original parcel line
- indicates easement line
- indicates centerline road

THE UNDERSIGNED HEREBY CERTIFIES THAT THIS IS A CORRECT MAP MADE FROM AN ACTUAL SURVEY.

N.Y.S. Licensed Land Surveyor

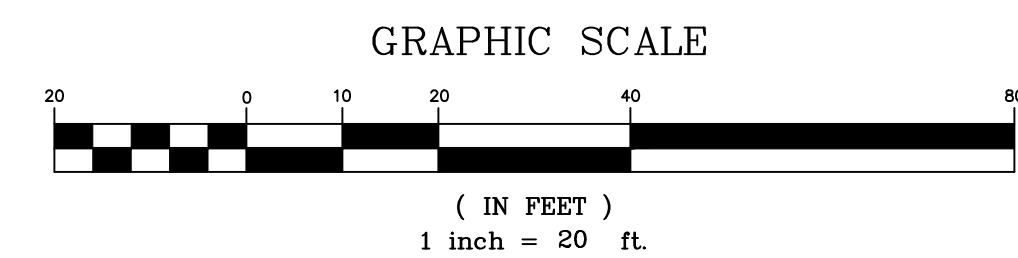
Subject to any statement of facts on accurate and up to date abstract of title will show.
 Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.

APPROVED: **VILLAGE OF MARCELLUS PLANNING BOARD**

DATE: _____ BY: _____
 Chairman

APPROVED: **VILLAGE ENGINEER**

DATE: _____ BY: _____
 Owner & Developer



REVISIONS		FINAL PLAN RESUBDIVISION OF LOT Nos. 3 & 4 INTO LOT No. 3A BALTIMORE RIDGE AMENDED PART OF LOT No. 24 VILLAGE OF MARCELLUS ONONDAGA COUNTY, NEW YORK		
		DATE: JANUARY 14, 2025	SCALE: 1" = 20'	SHEET No.
		FILE No.: 2286.126		F.B. No. 1467

