

Town of Reading  
PO Box 5, Reading Center, NY 14876  
607-535-7459

Application No.: \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Decision \_\_\_\_\_ Date \_\_\_\_\_

### Site Plan Application Form

*This document is for illustrative purposes only to facilitate the application process. It in no way, supersedes the Land Use Law of the Town of Reading as the legal document governing the approval process. Additional information may be required before a final decision is made*

Name: Deborah Payne  
Mailing Address: 8559 Side Route 415  
Campbell NY 14821  
Telephone: (607) 368-9730  
  
Tax Map No. 42.00-01-5.6.28  
Physical Address: To be determined

Developer, Engineer, or Landscape Architect —

A licensed professional engineer or land surveyor shall prepare all site plan materials unless otherwise approved by the Planning Board.

**An application for Site Plan review shall include the following materials, as applicable.**

Description or narrative of all proposed uses and structures, including but not limited to hours of operation, number of employees, maximum seat capacity, and proposed number of off-street parking spaces.

Used Car Dealership as used today. Adding a pre fab structure  
to act as the office. Hours of operation would be Monday - Friday 9am - 5pm.  
Number of employees could be 1 more than owner. Seating Capacity will  
be limited to 3-4 people. Proposed number of off street  
parking spots are maximum 35 spots outside fence.

\_\_\_\_\_ A site plan drawn at a scale of forty feet to the inch (1"=40') or such other scale as the Planning Board may deem appropriate, on standard 24"x 36" sheets, with continuation on 8 1/2"x 11" sheets as necessary for written information.

~~\_\_\_\_\_~~ A certified land survey showing the boundaries of the applicant's property under consideration in its current state plotted to scale with the north point, scale, and date clearly indicated.

\_\_\_\_\_ Plans indicating the following with regard to the property in question, where applicable.

1. The location of all properties, their ownership, uses thereon, subdivisions, streets, easements, and adjacent building within five hundred (500) feet of the property in question.
2. The location of all and use of all existing and proposed structures on the property in question, including all dimensions of height or floor area, exterior entrances, and anticipated future additions and alterations.
3. The location of all existing and proposed topography features, including but not limited to, site grading, open spaces, woodlands, watercourses, steep slopes, wetlands, floodplains, and watersheds.
4. The location of existing and proposed landscaping, screening, walls, and fences, including information regarding the size and type of plants and building materials proposed.
5. The location of existing and proposed public and private streets, off-street parking areas, loading areas, driveways, sidewalks, ramps, curbs, and paths. Such plans shall include considerations for vehicular, pedestrian, and bicycle traffic circulation, parking, and access.
6. The location of existing and proposed utility systems including sewage or septic, water supply, telephone, cable, electric, and storm water drainage. Storm water drainage systems shall include existing and proposed drain lines, culverts, catch basins, headwalls, end walls, hydrants, manholes, and drainage swales.
7. The location, height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties and must also be shown.
8. The location, height, size, material, and design of all existing and proposed signs.

NA Plans to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties, as applicable.

\_\_\_\_\_ A schedule for completion of each construction phase for buildings, parking, and landscaped areas

NA Agricultural data statement (if required by Section 5.6 of Local Land Use Law)

NA SEQOR documentation as classified by the Planning Board in accordance with Section 7.6 of the Land Use Law.

\_\_\_\_\_ All required fees and reimbursements to cover professional review costs, if required.



\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

Town of Reading  
PO Box 5  
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Decision \_\_\_\_\_ Date \_\_\_\_\_

### Special Permit Application Form

*This document is for illustrative purposes only to facilitate the application process. It in no way, supersedes the Land Use Law of the Town of Reading as the legal document governing the approval process. Additional information may be required before a final decision is made*

Name: Deborah Payne  
Mailing Address: 8559 State Route 415  
Campbell NY 14821  
Telephone: (607) 368-9730  
  
Tax Map No. \_\_\_\_\_  
Physical Address: To be determined

Please provide a description or narrative of all proposed uses and structures, including but not limited to hours of operation, number of employees, number of units, maximum occupancy, and required number of parking spaces.

Used Car Dealership as used for the past several years.  
Addition of a prefab building to establish an office onsite.  
Operating hours would be Monday-Friday 9am-5pm. Only 1  
additional employee beyond the owner. Seating capacity would be  
3-4 people. Propose number of offstreet parking would be  
35 spaces in front of fencing.

Please provide a narrative report describing how the proposed use will satisfy the Special Permit Review Criteria as set forth in Section 9.5 of the Local Land Use Law.

The use will be the same as previous years with the  
Used Car Dealership. Fence and natural screening are used to  
obstruct the view of the staging area of the cars that are  
not ready to sell.

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☒ Attach a copy of Site Plan Application Form

☐ Agricultural data statement (if required by Section 5.6 of the Land Use Law)

☐ SEQR documentation in accordance with Section 7.6 of Local Land Use Law  
Forms can be found at [www.dec.ny.gov/permits/6191.html](http://www.dec.ny.gov/permits/6191.html)

☐ Special permit application fee as established by the Town Board.

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Signature

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Date

# 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.

<b>Part 1 – Project and Sponsor Information</b>			
<b>Name of Action or Project:</b> Isolate Used Car Dealership			
<b>Project Location (describe, and attach a location map):</b> Address: TBD; South Bound Side of road across from 4111 State Rte. 14A Reading Center NY 14821			
<b>Brief Description of Proposed Action:</b> Separate the existing used car dealership to the newly subdivided parcel. Approval would be followed with gaining an address, placing a prebuilt structure, and creation of a gate to connect the two existing fences. The plan would be to continue and hopefully better serve the community with a trustworthy and affordable place to shop for used cars.			
<b>Name of Applicant or Sponsor:</b> Deborah Payne		<b>Telephone:</b> (607)368-9730 <b>E-Mail:</b> dpayne717@gmail.com	
<b>Address:</b> 8559 State Rte. 415			
<b>City/PO:</b> Campbell		<b>State:</b> NY	<b>Zip Code:</b> 14821
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 checked="" 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 checked="" type="checkbox"/>	YES  <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		3.734 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		3.734 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Urban</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Rural (non-agriculture)</div> <div style="width: 50%;"><input type="checkbox"/> Industrial</div> <div style="width: 50%;"><input type="checkbox"/> Commercial</div> <div style="width: 50%;"><input type="checkbox"/> Residential (suburban)</div> <div style="width: 50%;"><input type="checkbox"/> Forest</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Agriculture</div> <div style="width: 50%;"><input type="checkbox"/> Aquatic</div> <div style="width: 50%;"><input type="checkbox"/> Other(Specify):</div> <div style="width: 50%;"><input type="checkbox"/> Parkland</div> </div>			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<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?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:			
No Energy Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input checked="" type="checkbox"/>	<input 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	YES	
	<input checked="" type="checkbox"/>	<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	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
_____			
_____			

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 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? If Yes, <div style="margin-left: 20px;">           a. Will storm water discharges flow to adjacent properties?           <div style="margin-left: 20px;">             b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?           </div> </div> If Yes, briefly describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)? If Yes, explain the purpose and size of the impoundment: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<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? If Yes, describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: <u>Deborah Payne</u> Date: <u>4/4/2025</u></p> <p>Signature: _____ Title: _____</p>		



## TOWN OF READING AGRICULTURE DATA STATEMENT

This statement is to be submitted with all applications required for a Subdivision, Special Use Permit, Site Plan Approval or Use Variance Approval for projects occurring on property within an Agricultural District containing a farm operation, or on property with boundaries within 500 feet of a farm operation located in an Agricultural district (Ref. Town Law 283-a)

1. Applicant's Name: Deborah Payne  
Address: 8559 State Route 415, Campbell, NY 14821   
Phone: 607-368-4230
2. Description of proposed project: Payne Used Car Sales Site Plan for 3.734-acre Parcel 42.00-2-28.2
3. List names and addresses of farming operations \* within 500 feet of the proposed project (attach additional sheet if necessary)
  1. Frederick & Janet Tanner, P.O. Box 8, Reading Center NY 14876, 42.00-2-4
  2.
  3.
  4.
4. Written description of exact location of the proposed project: Please attach a tax map or clearly drawn map showing proposed project relative to all farming operations identified in the Data Statement

See the attached tax parcel map with the 3.734-acre parcel outlined in the center and the Single Ag parcel hashed in green.

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\*Farming operations, as defined by NYS Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.

42.00-2-4





