4. School Sites (12/90)
Reference Guide #B.4

The site for a new school building or an addition must be approved by the Commissioner of Education prior to the approval of working drawings and specifications for the facility (Education Law, Section 408, Subdivision 3).

The publication School Site Standards, Selection Development (1976) is available from the Bureau of Facilities Planning. This publication will assist districts in making proper assessment of the several factors which influence selection of a school site, as well as development of the site which is selected. Unless otherwise approved by the Commissioner, a site must provide the following minimum, usable, acres:

- for elementary (grades K-6):
  3 acre base, plus 1 additional acre for each 100 pupils or fraction thereof.

- for secondary (grades 7-12):
  10 acre base, plus 1 additional acre for each 100 pupils or fraction thereof.

An Application for Examination and Approval of a School Site (form EFP-S/71) must be submitted to the Bureau for consideration. This submittal should be made before a Draft Environmental Impact Statement is prepared pursuant to the State Environmental Quality Review Act -- SEQR -- (Reference Guide #A.4, May 1990) so that the Bureau can determine if the site is approvable. However, actual approval will not take place until the overall project has been properly authorized following completion of the SEQR process.

An important part of the Application for Examination and Approval of a School Site is a site analysis. This is a narrative description of site, usually prepared by the architect/engineer who is involved with the total project. The site analysis must address the following concerns:

1. A brief indication of other sites considered;

2. The ranking of the selected site in relation to other sites considered and the factors which led to the selection decision;

3. The educationally adaptability of the site, with consideration for siting of the building and development of the grounds for outdoor educational program and related activities, without excessive initial or development costs;

4. Accessibility to the site for vehicles and pedestrians;

5. Soil conditions, as shown by subsoil investigations, relating to bearing and drainage;

6. Development which conserves natural resources and avoids environmental problems and insures that the site and facilities are consistent with, and contribute to, the school and community environments.

SCHOOL SITE VARIANCE

Sites for the construction of a new or the enlargement of an existing school building must meet specific standards pursuant to the Regulations of the Commissioner of Education, Section 155.1(c). Unless otherwise approved by the Commissioner, elementary school sites shall be a three-acre base, plus one additional acre for every 100 pupils or fraction thereof. Secondary school sites shall be a ten-acre base, plus one additional acre for every 100 pupils or fraction thereof. In each case, acres means "useable acres". The site standards are generally not applied when the capital construction project consists only of reconstruction or alterations. However, when the alterations will result in increased student enrollment on the site or entirely different grade levels to be housed on the site, then these same standards may be applied.

When the capital construction project is a new instructional facility or an addition of any size to an existing instructional facility, the site standards apply. The Commissioner will not approve a new school building or an addition to an existing building that is on an inadequate, substandard site, except where a variance is granted in response to a written request, supported by specific documentation.

In every case, staff of the Office of Facilities Planning will be attempting to achieve the best, most practical and most reasonably sized site as possible, taking into account local conditions, other limitations, and cost-effectiveness. Therefore, any request for a variance must be carefully and thoughtfully done so as to provide a logical justification for granting a variance. A request for a variance of site standards must include at least the following:

- Describe the community setting of the site (residential, commercial, rural, or combinations).
- State the size of the site in acres, and the number of useable acres.
- State the maximum student population(s) – both elementary and/or secondary – expected to be on the site.
- State the number of useable acres that the site is below standards.
- Describe the properties which bound the school site with references to the points of the compass (street, highway, residential, commercial or undeveloped property, streams, etc.).
- State why the project is necessary at the particular site –
  - What is the location of the site in relation to the students who will be served?
  - Are other standard-sized sites available in the district?

- State what other alternatives were considered and why each was dismissed.

- Describe the availability of contiguous acreage with references to size, costs, possible condemnation, and any public lands which might be used with a formal lease arrangement.

- Describe the availability of noncontiguous acreage with references to size, costs, crosswalk hazards, etc., and if available, how it would be used.

- Indicate what positive steps will be taken if the variance were granted to assure an adequate outdoor physical education program. For example, bussing to, and/or use of other locations; provision of additional indoor physical education facilities; relocation of varsity interscholastic fields; parking areas offsite; and development of physical education facilities.

In addition to the narrative request for a variance described above, enclose a map of the school district on 8½" x 11" maximum sheet size, which shows the location of all district-owned facilities and another small scale plan of the site in question.

These site plans must show property lines, roadways, driveways, parking areas, physical education and athletic facilities, location of buildings, adjacent land uses, topographical features and drainage patterns. All portions of the sites having greater than 10 percent slope (1:10) must be crosshatched on the plan.

Form EFP-S
/71
(1-3)

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF EDUCATIONAL FACILITIES PLANNING
ALBANY, NEW YORK 12224

Education Department Use
Code (4-14)
Date Approved (15-18)

APPLICATION FOR EXAMINATION AND APPROVAL OF A SCHOOL SITE

Pursuant to Provisions of the Education Law, Regents Rules and Commissioner's Regulations, Submit THREE (3) Copies of this application to the Division of Educational Facilities Planning together with THREE copies of a site analysis, (which must be attached to this form, see item 8) prepared by an architect or engineer, and THREE copies of a site plan of the property, which must be incorporated in this form, see item 9.

Application is hereby made for approval of a school site for:

PROJECT (Circle appropriate letters)

1. (19-1) a. new
   (-2) b. addition
   (-4) c. alteration
   (-0) d. addition to present site

2. Grades:
   (20-1) a. K–6
   (-2) b. 7–9
   (-4) c. 10–12
   (21-1) d. 7-12
   (-2) e. K-3
   (-4) f. _____

3. (22-1) a. administration bldg.
   (-2) b. bus garage
   (-4) c. library
   (-0) d. _____

on behalf of the

4. a. board of education b. board of trustees c. sole trustee d. _____
   the regularly constituted authority of

5. a. central b. city c. village d. common e. union free f. _____ school district

No. _____, town(s) of _____

county of _____ State of New York

Popular name of district _____

SITE DESCRIPTION

Item

1. Name (Owner or other designation) _____

2. Location _____

3. Size of site (of this application): _____ acres.
   a. If addition to existing site, size of total site: (including this application) _____ acres.

4. Number of pupils planned for on site: Present _____ Ultimate _____

5. Purchase Price: a. $ _____ total. b. $ _____ per acre.

6. Is site within an existing: a. water district? ☐ yes ☐ no b. sewer district? ☐ yes ☐ no

7. If not within existing water or sewer district, has site been checked by the appropriate public health agency as satisfactory for water supply and/or sewage disposal? ☐ yes ☐ no

Sites must meet the requirements of the State Health Department for water supply and sewage disposal. Representatives of that Department should examine this site to determine whether water supply and sewage disposal facilities are feasible and can be made available. This should be done before funds are authorized for purchase of the site.

The site described in this application meets site requirements for approval of plans and specifications of the project listed above.

Date: _____

Reviewed by: _____ Date: _____ _____ Division of Educational Facilities Planning

26738

(over)

8. **Site Analysis: prepared by**_____ ☐ **architect,** ☐ **engineer**

An analysis of the site, on 8½" x 11" paper, must be attached to this application. This analysis must include a brief indication of all other sites considered, the ranking of the selected site in relation to the other sites and the factors which led to the selection decision. Also include statements regarding: 1. educational adaptability of the site, 2. accessibility to the site for vehicles and pedestrians, 3. soil conditions, as shown by subsoil investigations, relating to bearing and drainage, 4. development costs, and 5. statements regarding conservation of natural resources and avoidance of environmental problems indicating that the development of the site and the planned facility are consistent with and contribute to the school and community environment.

9. **Site Plan: A small scale plan of the site MUST be incorporated below. (glued-on plans are acceptable)**

Show property lines, streets, rights of way, drainage, orientation, natural landscaping, relation and distance to existing water and sewer lines and relative elevations. Show location of gas transmission lines, electric power lines and towers, railroads, streams, etc. Also, show general location of school building, athletic fields, and any future buildings.

Signature: _____

President of Board of Education **Date**

Signature: _____

Superintendent (City, Village, District) **Date**