

# TOWN OF PITTSFORD

## GUIDELINES & APPLICATION FOR APPROVAL OF RECREATIONAL VEHICLE STORAGE

Zoning Board of Appeals – 11 S. Main Street – Pittsford, 14534 – 248-6260

### **COMPLIANCE WITH THE FOLLOWING RULES DOES NOT GUARANTEE APPROVAL OF AN APPLICATION.**

**The Board may request additional information to make its decision.**

The Zoning Board of Appeals meets on the third Monday of each month at 7:00 P.M. local time at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York. The Board adopts a schedule of meetings each year, which is available upon request.

The burden of proof for all applications is on the applicant, who should be prepared at the time of the public hearing to describe the application, state the necessity for the application, and complete the "Factors Questionnaire." The attached sheets are specifically applicable to applications for Recreational Vehicle storage. The applicant, or the applicant's duly authorized agent, must appear at all public hearings held on the application. Failure to appear may result in a denial of the application.

The requirements set out in this packet for Recreational Vehicle Special Permit applications and applications to the Zoning Board of Appeals are not to be considered all-inclusive. Depending on the scope of a particular application, it is the prerogative of the Building Inspector, the Zoning Board secretary or the Zoning Board of Appeals to request more information of the applicant.

A complete package of application materials must be filed with the secretary of the Zoning Board of Appeals on or before the submission deadline for the required hearing date of the application. A schedule of public hearing dates, including submission deadlines, is available from the Zoning Board of Appeals secretary. An application to the Zoning Board of Appeals will not be accepted until all required materials have been deemed to be complete and accurate. **All application materials will be available for public review.**

Approximately ten (10) days prior to the public hearing, the Town will notify residents within 500' of the subject property regarding application details and the hearing date and will post a sign in a conspicuous location on the subject property. This sign must be maintained on the property until it is removed by the Town.

### **REQUIREMENTS FOR ALL APPLICATIONS**

A complete application consists of the following forms and documentation, which should be collated into packets no larger than "8 ½ x 11." A copy of the application and all documentation should be kept for your reference.

1. Recreational Vehicle Special Permit Application – This one page application form is required to be filled out completely and accurately. It may be typed or printed.
2. Authorization to make application – When the applicant is not the owner of the subject property, this form must be completed and signed by the owner and included as part of the application.

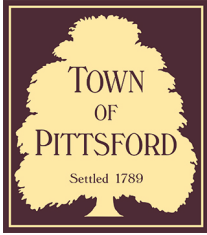
3. Proof of a contractual relationship with the owner of the property, if the applicant is a renter or lessee.
4. Instrument Survey – A signed and/or sealed Instrument Survey Map, prepared by a professional engineer or licensed land surveyor, accurately depicting the CURRENT status of the subject property, and the setbacks of all such existing structures, i.e., the closest distance between the nearest property line and the structural wall closest to that property line.

**NOTE:** The Building Inspector may waive the requirement of an Instrument Survey, and will so notice on the referral form.

5. Sketch – A sketch, drawn to scale and signed, showing the proposed storage location and any existing and/or proposed fencing and/or vegetative screening. When deemed acceptable by the Building Inspector, an applicant may alter an Instrument Survey to show the proposed storage location and any existing and/or proposed fencing and/or vegetative screening. An altered Instrument Survey must be labeled “SKETCH” in large letters to indicate it has been altered, and the alterations to the Instrument Survey must be accurately drawn and as close to scale as possible.
6. Photographs – The photographs should show the proposed storage area from the perspectives of all affected neighbors and any affected roads.
7. Registration – A copy of the most current vehicle registration, if applicable.
8. Additional Materials – These should include maps, landscape plans, specifications, details, etc. which the applicant finds would further clarify the application.
9. Factors Questionnaire – Provide narrative responses to the three (3) questions listed on the Questionnaire to assist the Board in making its determination.
10. Disclosure Form E – This Form is required by §809 of the New York General Municipal Law. It advises the Board if any applicant is an officer or employee of the New York State, Monroe County or the Town of Pittsford
11. Application Fee – This fee covers the cost of the required legal ad, which will appear in the Brighton – Pittsford Post, and part of the administrative costs involved. The check should be made payable to the “TOWN OF PITTSFORD”.

**NOTE:** This Fee will be waived for all completed applications received by November 1, 2014.

The Town of Pittsford zoning staff will be responsible for contacting property owners within 500’ of the subject property through a mailing describing the requested application and informing them of the hearing date and time. The applicant is **strongly advised** to also communicate with property owners who might be affected by the granting of the Special Permit. Public comment on an application will not in itself be the basis of a decision, but may factor into the Board’s decision process.



# TOWN OF PITTSFORD

## TOWN CODE PROVISIONS

### RECREATIONAL VEHICLE STORAGE

#### Chapter 148 – Storage of Vehicles ARTICLE II

#### Storage of Recreational Vehicles in Residential Zoning Districts

##### **§ 148-7. Purpose and applicability.**

- A. The purpose of this Article is to regulate the outdoor parking and storage of Recreational Vehicles, as defined in §148-8 of this Article, in the Residential Zoning Districts of the Town. This Article is adopted to promote safe vehicular traffic, to preserve peace and good order, to promote the aesthetic beauty of the community and hence the value of the property therein; and to promote the health, safety and general welfare of the citizens of the Town.
- B. The provisions of this Article shall apply to all lots within the Residential Zoning Districts of the Town.

##### **§ 148-8. Definitions.**

As used in this article, the following terms have the meanings indicated:

**RECREATIONAL VEHICLE** – All-terrain vehicles, boats, boat trailers, campers, camper trailers, jet skis, motorhomes, snowmobiles or similar vehicles; and including trailers used to transport such vehicles.

**RESIDENTIAL ZONING DISTRICTS** – The zoning districts designated in Chapter 185 of this Code as Agricultural Zone, RN Residential Neighborhood District, B Residential District, RRAA Rural Residential District, RRSP Rural Residential South Pittsford District, SRAA suburban Residential District and MATZ Monroe Avenue Transitional Zone.

**VEHICLE HEIGHT** – A vehicle height will be determined by measuring from the ground surface to the top of the vehicle, as stored. Height shall be deemed not to include any roof-penetrating or roof-mounted air conditioning or refrigeration equipment extending up to 18 inches above the roof surface.

**VEHICLE LENGTH** – A vehicle length will be determined by the physical measurement of the outside dimension of said vehicle, i.e., a boat will be measured from the bow to the stern, a camper/rv will be measured from bumper to bumper, a utility trailer or camper trailer will be measured front to rear excluding the trailer tongue, a boat trailer will be measured from the rear to the point of the bow support excluding the tongue.

##### **YARD, FRONT**

- A. The area between that part of an existing structure nearest the street line and the street line, bounded on each side by the side lines of the lot.
- B. On corner lots, those areas between the part of each exterior wall of an existing structure nearest each street line abutting said lot, and said street lines bounded by the other street and the side line most closely parallel to said other street line shall each be the front yard.

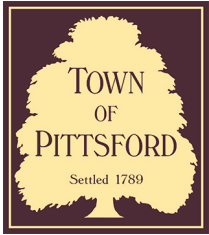
## YARD, REAR

- A. That area between that portion of an existing structure nearest the rear line of the lot and said rear line, bounded on both sides by the side lines of said lot.
- B. On corner lots, the yard behind the house, from the front entry door perspective, shall be considered the rear yard.

YARD, SIDE – A yard which is not considered to be a Front or Rear Yard.

### **§ 148-9. Outside storage of recreational vehicles.**

- A. No Recreational Vehicle shall be stored or parked outside on public property for more than 24 hours.
- B. One Recreational Vehicle, less than 9 feet in height and less than 25 feet in length may be stored on the driveway no closer to the edge of pavement of a public street or private road than 20 feet.
- C. Upon proper application, a Special Use Permit may be granted by the Town's Zoning Board of Appeals, in accordance with the procedures and criteria provided for in Article XXV of Chapter 185 of this Code, to allow for the storage of Recreational Vehicles in locations other than the driveway and/or to allow the storage of Recreational Vehicles not otherwise allowed on a driveway by the provisions of 148-9(B) of this section. Such Special Use Permits may include reasonable conditions and may be granted for a defined time period, as determined by the Town's Zoning Board of Appeals. In considering an application for a Special Use Permit, the Zoning Board of Appeals shall consider screening by fence or by vegetation and/or placement minimizing exposure of the Recreational Vehicle to neighbors' view or to public view.
- D. All Recreational Vehicles stored outside shall be operable; be in condition for its intended use; be in a condition suitable for registration; and either be registered or have been registered within the past 6 months, if such Recreational Vehicle is required by law to be registered.
- E. Notwithstanding any provision of this Article to the contrary, temporary parking of Recreational Vehicles is permitted on a driveway and/or in a Side Yard and/or Rear Yard for no more than 30 days, in the aggregate, per calendar year.
- F. The provisions of this section are not intended to nor shall they be interpreted as in any way preempting the requirements of any private agreement and/or covenant.



# TOWN OF PITTSFORD

## RECREATIONAL VEHICLE STORAGE SPECIAL PERMIT APPLICATION FORM CHECK LIST

Zoning Board of Appeals – 11 S. Main Street – Pittsford, 14534 – 248-6260

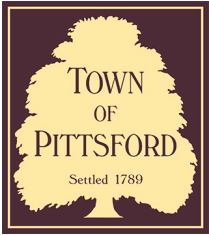
**CHECKLIST:** Please check your paperwork against the following list prior to submitting it to the Zoning Board of Appeals Secretary. These documents should be collated into packets no larger than 8 ½” by 11” in size so they are readily mailable.

- 1. Zoning Board of Appeals application form.
- 2. Authorization to make application.
- 3. Proof of contractual relationship.
- 4. Instrument survey map.
- 5. Sketch.
- 6. Photographs.
- 7. Registration.
- 8. Additional materials, such as maps, landscape plans, specifications, details, etc. which would further clarify the application.
- 9. Factors questionnaire.
- 10. Disclosure Form E.
- 11. Check made out to “Town of Pittsford” for application fee.

**RECEIVED FROM APPLICANT:**

- 1 complete set of application materials
- Fee Payment

Date of Public Hearing: \_\_\_\_\_



**NOTE: All application materials will be available for public review.**

# TOWN OF PITTSFORD

## RECREATIONAL VEHICLE STORAGE SPECIAL PERMIT APPLICATION FORM

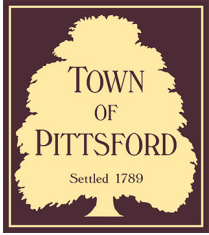
Zoning Board of Appeals – 11 S. Main Street – Pittsford, 14534 – 248-6260

OWNER: \_\_\_\_\_ APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY, ST. ZIP: \_\_\_\_\_ CITY, ST. ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AGENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, ST. ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**DESCRIPTION OF PROPERTY FOR WHICH SPECIAL PERMIT APPROVAL IS SOUGHT**

Address: \_\_\_\_\_  
Present zoning of the property: \_\_\_\_\_  
Tax parcel number: \_\_\_\_\_  
Size of parcel in acres / square feet (specify): \_\_\_\_\_  
Distance and direction to nearest major intersection: \_\_\_\_\_  
If this parcel is within 500' of a municipal boundary, please specify: \_\_\_\_\_  
*(Municipality)*



TOWN OF PITTSFORD  
RECREATIONAL VEHICLE STORAGE  
SPECIAL PERMIT  
AUTHORIZATION TO  
MAKE APPLICATION

Zoning Board of Appeals – 11 S. Main Street – Pittsford, 14534 – 248-6260

*If the applicant is not the owner of the subject property, this form must be completed and signed by the owner.*

I, \_\_\_\_\_, the owner of the property located at:

\_\_\_\_\_  
(Street) (Town) (Zip)

Tax Parcel # \_\_\_\_\_ do hereby authorize

\_\_\_\_\_ to make application to the

Town of Pittsford Zoning Board of Appeals, 11 South Main Street, Pittsford NY 14534, for the purpose of Recreational Vehicle storage.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*





# Disclosure Form E

STATE OF NEW YORK  
COUNTY OF MONROE

TOWN OF PITTSFORD

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In the Matter of

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*(Project Name)*

The undersigned, being the applicant to the Town of Pittsford Zoning Board of Appeals for a Special Permit for the storage of Recreational Vehicles, pursuant to the provisions of the Pittsford Municipal Code, do hereby certify that I have read the provisions of Section §809 of the General Municipal Law of the State of New York attached to this certificate.

I do further certify that there is no officer of the State of New York, the County of Monroe or of the Town of Pittsford or of any other municipality of which the Town of Pittsford is a part who is interested in the favorable exercise of discretion by said Board as to this application, except for those named below:

Name

Address

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*Signature of Applicant*

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*Dated*

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*Street Address*

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*City/Town, State, Zip Code*



# NEW YORK STATE

## GENERAL MUNICIPAL LAW

### SECTION § 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them...
  - (a) is the applicant, or
  - (b) is an officer, director, partner or employee of the applicant, or
  - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
  - (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

Section eight hundred six of the General Municipal Law added by this act, shall apply only to application, petitions or requests as described therein which are submitted on or after the effective date of this act.

This act shall take effect September 1, 1969.