

TOWN OF PITTSFORD

GUIDELINES & APPLICATION FOR APPROVAL OF A SITE PLAN

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

Compliance with the following rules will in no way guarantee approval of an application. It may even be necessary for the board to request additional information to make its decision.

The Planning Board meets on the second and fourth Mondays of each month at 7:30 P.M. local time at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York. New hearings are opened only on the second Monday of the month. 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 automatic denial.

The requirements set out in this packet for the applications to the Planning Board are not to be considered all-inclusive. Depending on the nature and scope of a particular application, it is the prerogative of the Planning Board to require more or less information of the applicant. Prior to making an application, it is strongly recommended that discussions take place with Department of Public Works (DPW) staff to discuss procedure and application content, and to determine the need for pre-application meetings with DPW staff or the Planning Board.

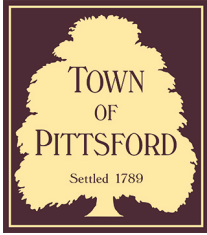
A complete package of application materials must be filed with the Secretary of the Planning Board of the Town of Pittsford by the submission deadline for the requested public hearing date of the application. A schedule of public hearing dates, including submission deadlines, is available from the Planning Board Secretary. An application to the Planning Board will not be accepted until all required materials have been deemed to be complete and accurate. The Board has adopted a policy of accepting only the first four (4) complete applications submitted for any one agenda. **All application materials will be available for public review.**

Approximately ten (10) days prior to the public hearing, the Town will post a sign in a conspicuous location on the subject property. This sign should 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. Twenty-seven (27) copies of each form or item of documentation should be collated into packets no larger than 8½ inches by 11 inches.

1. A letter of intent / cover letter explaining the scope of the project and its intended purpose.
2. The one page application form (pg. 2) filled out completely and accurately, typed or printed.
3. Authorization to make application – When the applicant is not the owner of the subject property, the Authorization to Make Application form (pg. 3) must be completed and signed by the owner and included as part of the application.
4. Disclosure Form E (pg. 4), in compliance with Section §809 of the N.Y.S. General Municipal Law (pg. 5).
5. List of Abutters form (pg. 6) filled out with the names and addresses of all owners of properties, which either directly abut or are located across the street from the property lines of the subject property.
6. Items listed in Section § 185-191 of Article XXIX, Site Plan Approval, of the Code of the Town of Pittsford (pgs. 8-10).
7. Submission of the appropriate application fee(s), in accordance with the current fee schedule (pg. 11). This fee covers the cost of the legal ad which appears in the *BRIGHTON-PITTSFORD POST* and part of the administrative costs involved. The check(s) should be made payable to the "TOWN OF PITTSFORD".



TOWN OF PITTSFORD SITE PLAN APPLICATION FORM

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

PROJECT NAME: _____

LOCATION: _____

TAX ACCOUNT NO: _____

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: _____

BRIEF DESCRIPTION OF PROJECT: _____

REQUEST FOR: Concept Subdivision
(Please Preliminary Subdivision
check all Final Subdivision
applicable)

Special Permit
 Preliminary Site Plan
 Final Site Plan

HEARING DATE REQUESTED: _____

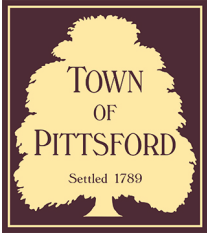
Square Footage of Building: _____

Total Acreage of Disturbance: _____

ZONING CLASSIFICATION: _____ **SIZE OF PARCEL:** _____

Is this parcel in a flood plain, agricultural district, and/or wetlands, or does it contain features of archaeological or historical significance? NO YES (Please specify)

If this parcel is within 500' of a municipal boundary, please specify: _____
(Municipality)



TOWN OF PITTSFORD SITE PLAN AUTHORIZATION TO MAKE APPLICATION

Planning Board – 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 Planning Board, 11 South Main Street, Pittsford NY 14534 for the

purpose(s) of _____

Signature of Owner

Date

Disclosure Form E

STATE OF NEW YORK
COUNTY OF MONROE

TOWN OF PITTSFORD

In the Matter of

(Project Name)

The undersigned, being the applicant(s) to the...

Town Board *Zoning Board of Appeals* *Planning Board* *Design Review Board*

...of the Town of Pittsford, for a...

change of zoning *special permit* *building permit* *permit* *amendment*
 variance *approval of a plat* *exemption from a plat or official map*

...issued under the provisions of the Ordinances, Local Laws, Rule or Regulations constituting the zoning and planning ordinances regulations of the Town of Pittsford, 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(s)

Address(es)

_____	_____
_____	_____
_____	_____
_____	_____

Signature of Applicant

Dated

Street Address

City/Town, State, Zip Code



NEW YORK STATE

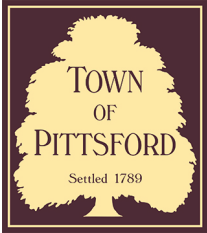
GENERAL MUNICIPAL LAW

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.



TOWN OF PITTSFORD

LISTING OF ABUTTERS

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

The undersigned, being an Applicant for approval of...

site plan

special permit

subdivision

...for property at: _____

Tax Parcel # _____ submits the following list of names and addresses of all owners of properties which either directly abut or are located across the street from the property lines of the subject property.

If there are other properties in close proximity which might be effected by this proposal, please include the names and addresses of those properties as well.

Signature of Applicant

Date

LIST OF PROPERTIES ABUTTING OR ACROSS THE STREET FROM SUBJECT PROPERTY

**617.20
Appendix B
Short Environmental Assessment Form**

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:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
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	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input 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				

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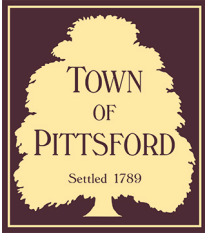
	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

.....



TOWN OF PITTSFORD

TOWN CODE ARTICLE XXIX SITE PLAN APPROVAL

§ 185-189. Purpose.

The purpose of site plan approval is to determine compliance with the objectives of this chapter where inappropriate development may cause a conflict between uses in the same or adjoining zoning district by creating conditions which could adversely affect the public health, safety or general welfare.

§ 185-190. Approval required.

All uses, except for single-family or two-family detached residences and their accessory buildings, including site modifications to such uses, shall be subject to site plan approval by the Planning Board, in accordance with the provisions of this article. All site plan information and building designs shall be prepared by a licensed architect or engineer. In addition, the architect or engineer shall submit to the Town a signed affidavit that the plans for the project were prepared by said architect or engineer, his employees or by an agency of the federal, state or local government. No building permit shall be issued until after a final site plan has been approved in accordance with the provisions of this article.

§ 185-191. Preliminary application submission requirements.

All applications for preliminary site plan shall be made by the owner or the owner's agent and filed with the secretary of the Planning Board in accordance with such Board's approved submission schedule. No application shall be accepted, considered or scheduled for public hearing until all required materials have been deemed to be complete and accurate. The application shall include, as applicable, the following:

- A. An area map showing the applicant's entire holding, that portion of the applicant's property under consideration and all properties, their ownership, uses thereon, subdivisions, streets, zoning districts, easements and adjacent buildings within 500 feet of the applicant's property.
- B. If grades exceed 5% or portions of the site have a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than five feet of elevation shall be provided with an overlay outlining the above susceptible areas, if any.
- C. A project information form and environmental assessment form as required by SEQRA.
- D. A preliminary site plan, including the following information:
 - (1) The title of the preliminary layout, including name and address of the applicant.
 - (2) The North point, scale, date and general location map and names of owners of adjacent land or names of adjacent subdivisions. The North point should be in the upper right-hand corner of each sheet, and the direction of North should be either to the top of each page or to the right-hand side of each page.
 - (3) The boundaries of the project, plotted to scale; if the applicant intends to develop the project in stages, the entire project shall nevertheless be included in the preliminary layout with anticipated stages and timing indicated. The location of proposed land uses and their area in acres and the location, proposed use and height of all buildings and estimates of population and dwelling units by type shall be provided for each layout or stage and an equivalent population estimate for areas not proposed for residential development.
 - (4) A topographic survey showing ground contours for the parcels and parcels adjacent to and within 200 feet of the project at intervals of not more than five feet of elevation, and all pertinent topographic and planimetric features within the site and the adjoining tract, including existing buildings, watercourses and their one-hundred-year flood limits, water bodies, swamps, wooded areas and individual large trees. Features to be retained in the project should be so indicated. If the proposal is not to be served by a public sanitary sewer system, then the topographic survey shall be provided as above except at not more than two feet of elevation, and perk test results, administered by the County Health Department, and the layout of the proposed sewage system indicated shall be provided.
 - (5) A detailed location map showing the boundaries of the project in relation to adjoining streets; schematically, the locations of the nearest elementary school; water and sewer lines, parks and playgrounds within 1/2 mile of the proposed development and other public facilities, such as shopping, places of worship and public transportation routes, as appropriate, and land uses adjacent to the proposal.
 - (6) A system for stormwater drainage conforming to Chapter [127](#), Stormwater Management and Erosion and Sediment Control of this Code.
 - (7) Existing streets immediately adjoining and within the project and the distance to the nearest major street intersection.

- (8) Existing drains, water lines and sanitary sewer nearby and within the project with their location, size, type and approximate elevations and gradients using mean sea level as datum plane. Existing easements for such facilities should also be shown.
 - (9) A statement as to proposed sources of water supply and method of sewage disposal to include a statement as to who will own the water and sewer systems, a conceptual layout of each system, whether necessary districts are formed or are in process, the receiving sewage treatment plant, the lines, dimensions and purpose of all utility easements, including properly placed fire hydrants and preliminary design of bridges and culverts. Sanitary and storm sewers and water service must be in public ownership. Also, where water mains are not looped, blowoff valves should be provided.
 - (10) A tracing overlay showing all soil areas and their classifications and those areas, if any, with moderate to high susceptibility to erosion. For areas with potential erosion problems, the overlay shall also include and outline any description of existing vegetation.
 - (11) A separate drainage report which will clearly indicate the basis of design and the intended method of all stormwater disposal and flood hazard prevention, how all runoff will be handled during grading and development operations and erosions and sedimentation prevention measures.
 - (12) The approximate lines and gradients of proposed streets and sidewalks and the names of proposed streets.
 - (13) A preliminary grading plan of the site showing locations and approximate size of cuts and fills and cross section for any final grading steeper than 2:1 or where the cut or fill will be deeper than five feet.
 - (14) The approximate lines of proposed lots, the acreage or square footage contained in each lot and individual lot numbering. If a proposed lot contains one or more existing buildings, the proposed yard dimensions for such buildings shall be indicated.
 - (15) The approximate locations and dimensions of areas proposed for neighborhood parks or playgrounds or other permanent open space.
 - (16) The location of any municipal boundary lines, existing special service district lines and zoning district lines within the project.
 - (17) Location of all parking and truck-loading areas with access and egress drives thereto.
 - (18) Type and location of any potentially hazardous materials of any nature.
 - (19) The location and quality of water bodies directly affected by and adjacent to the project and finish or design water levels.
 - (20) Any variance or special use permit that may be needed, and any permits needed from the county, state or federal government.
 - (21) The location of buffers required either during or after construction is completed and the reason for the buffer and the location of other proposed vegetation and the location of all other site improvements whether public or private.
 - (22) The location, size and type of proposed lighting and any anticipated signs.
 - (23) The name or names of the landscape architect and/or licensed professional engineer and licensed land surveyor responsible for the preparation of the preliminary layout and preliminary information.
 - (24) A delineation of the various residential areas, if applicable, indicating for each such area its general extent, size and composition in terms of total number of dwelling unit type, general description of the intended market structure and a calculation of the residential density in dwelling units per gross acre for each such area.
 - (25) When applicable, a general description of the provisions of other community facilities, such as schools, fire-protection services and cultural facilities, if any, and indication of how these needs are proposed to be accommodated.
 - (26) Conceptual building elevations.
- E. In addition, the following documentation shall accompany the preliminary site plan:
- (1) Evidence that the proposal is compatible with the goals of the Comprehensive Plan; and, if the proposal relates to the Commercial District, that the plan conforms to the requirements of the Monroe Avenue Design Guidelines, dated April 2, 2002, as amended and supplemented. *Editor's Note: The Monroe Avenue Design Guidelines are on file in the Town Clerk's office.*
 - (2) If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the preliminary plan shall show the intended total project; any project that requires more than 24 months to complete shall be staged.
- F. All preliminary site plans shall be submitted to the Design Review and Historic Preservation Board for its recommendations to the Planning Board.
- G. The Planning Board may consult with any other Town board, commission, department, agency and/or official it deems advisable. It may also engage the services of engineers, planners or other professionals to aid in the review process. All costs incurred by the Board for such professional services shall be reimbursed to the Town by the applicant.
- H. The Planning Board may require such additional information as appears necessary for a complete assessment of the project.

§ 185-192. Preliminary approval.

- A. Planning Board action. Within 62 days of the receipt of a certified complete preliminary site plan application from the authorized official or upon completion of the SEQRA review process, whichever last occurs, the Planning Board shall act upon it. Prior to acting, the Planning Board shall consider the site plan at a public hearing upon due legal notice. The Planning Board's action shall be in the form of a written resolution approving, with or without conditions, or disapproving the application. The Planning Board's review of a preliminary site plan shall include, but is not limited to, the following considerations:
- (1) Adequacy and arrangement of vehicular traffic access and circulation.
 - (2) Adequacy and arrangement of pedestrian traffic access and circulation.
 - (3) Location, arrangement, appearance and sufficiency of off-street parking and loading.
 - (4) Location, arrangement, size and design of buildings, lighting and signs.
 - (5) Relationship of the various uses to one another and their scale.
 - (6) Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise-detering buffer between adjacent uses and adjoining lands.
 - (7) Adequacy of stormwater and sanitary waste disposal.
 - (8) Adequacy of structures, roadways and landscaping in areas with moderate to high susceptibility to flooding, ponding and/or erosion.
- B. Conditions. In acting upon a preliminary site plan, the Planning Board may impose conditions. These conditions may include recommendations as to desirable revisions to be incorporated in the final site plan, which conformance shall be considered a condition of approval. If the preliminary plan is conditionally approved, the Planning Board's resolution shall contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission of the preliminary site plan to the Planning Board after it has been revised or redesigned.

§ 185-193. Final site plan application and approval.

- A. Final application. After receiving approval from the Planning Board on a preliminary site plan and approval for all necessary permits and curb cuts from state and county officials, the applicant may prepare a final site plan, which shall be filed with the secretary of the Planning Board in accordance with such Board's approved submission schedule. All final site plans shall be submitted to the Design Review and Historic Preservation Board for its recommendation to the Planning Board. The final site plan shall conform to the approved preliminary site plan and shall incorporate any revisions or other features that may have been recommended by the Planning Board at the preliminary review. All compliances shall be clearly indicated by the applicant.
- B. Final approval. Within 62 days of receipt of the certified complete final plan application from the authorized official, the Planning Board shall act upon it. The Planning Board's action shall be in the form of a written resolution approving, with or without conditions, or disapproving the application. If no decision is made within the sixty-two-day period, the final site plan shall be deemed approved.
- (1) Upon approval, the Planning Board shall endorse its approval on a copy of the final site plan and shall forward it to the Code Enforcement Officer who shall then issue a building permit if the project conforms to all other applicable requirements, including the approval of the Design Review and Historic Preservation Board.
 - (2) Any requirements for improvements shown on the site plan shall be those set forth in this chapter and in other laws, rules and regulations of the Town.

§ 185-194. Design; access; landscaping.

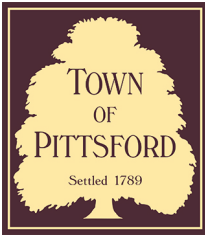
- A. In addition to the specific requirements set forth herein, all site plan applications in the commercial zoning district shall conform to the Monroe Avenue Design Guidelines, dated April 2, 2002, as amended and supplemented. *Editor's Note: The Monroe Avenue Design Guidelines are on file in the Town Clerk's office.*
- B. All projects shall be suitably landscaped, including the provision of vegetation of suitable species and at appropriate levels of maturity in order to screen effectively dissimilar uses from one another, both visually and acoustically, and to protect and enhance the overall quality of the environment. A landscaping plan shall be prepared by a licensed landscape architect and shall show his seal and signature.
- C. All projects shall have landscaping equal to a minimum expenditure of 1% of the total project cost. Landscaping shall be considered as any living plant but shall not include excavating, earthmoving, fill, grading or paving associated with normal requirements of building.

§ 185-194.1. Duration of site plan approval.

A final site plan approval granted pursuant to the provisions of this article shall expire three years from the date granted unless a certificate of occupancy or conditional certificate of occupancy for such site has been issued by the Code Enforcement Officer within such three-year time period.

§ 185-195. Consolidated review.

Nothing in this article should be construed as prohibiting an applicant from filing an application for preliminary site plan approval, together with one for final site plan approval, and the Planning Board from reviewing and acting on both applications at the same time, if the Planning Board in its discretion deems it appropriate.



TOWN OF PITTSFORD

FEE SCHEDULE EFFECTIVE – March 19, 2013

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

Site Plan – New and Additions Over 10,000 sq. ft.

* Preliminary	\$ 400.00
Final	\$ 400.00

*Engineering review deposit of \$1,000.00 is due when Preliminary application is submitted, monthly billing to the owner/applicant for accrued review fees will begin when the deposit balance is less than \$500.00. Applicant must pay any outstanding balance, prior to final signature of the plan. Any surplus will be refunded.

The developer/owner will need to write a separate check for the engineering review deposit to the Town of Pittsford and complete a W-9 (Federal Tax Form) which allows the Town to place the funds in an assigned account.

Site Plan – Additions Under 10,000 sq. ft.

* Preliminary	\$ 200.00
Final	\$ 200.00

*Engineering review deposit of \$500.00 is due when Preliminary application is submitted, monthly billing to the owner/applicant for accrued review fees will begin when the deposit balance is less than \$250.00. Applicant must pay any outstanding balance, prior to final signature of the plan. Any surplus will be refunded.

The developer/owner will need to write a separate check for the engineering review deposit to the Town of Pittsford and complete a W-9 (Federal Tax Form) which allows the Town to place the funds in an assigned account.

Re-advertisement

Every re-advertisement	\$100.00 each
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Applicant's request for postponement may require a re-advertisement fee