NON-REFUNDABLE FEE _____

APPLICATION DEADLINE_____

MEETING DATE _____

REC'D BY _____

Village of East Rochester · 317 Main Street
East Rochester, New York 14445
Phone (585) 385-3513
Fax (585) 419-8284
www.Eastrochester.org

# PLANNING AND ARCHITECTURAL REVIEW BOARD APPLICATION

***** $100.00 non-refundable Planning Board application fee required at the time of submittal**
**Any engineering fees incurred by the Village in relation to an application are the responsibility of the applicant. *****

Any engineering fees incurred by the village in relation to an application are the responsibility of the applicant

In order to ensure that applications contain the necessary required information for the Planning and Architectural Review Board to act upon your request, the below steps must be completed and submitted at least **3 weeks prior** to the Planning Board Meeting. **Digital plans are required (exceptions: pools, sheds, decks and fences), via e-mail or disk at the time of submittal.**

## THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED

Submit **THIRTEEN (13)** individual packets containing:
**1)** completed copies of this application
**2)** any photos, renderings or drawings to support your proposal
**3)** copies of all maps and plans with project name shown
**4)** copies of property Deed
**5)** copies of any access easement to the property
**6)** copies of appropriate Environmental Assessment Form

**PROJECT NAME & ADDRESS** _____

Applicant's Name_____ phone_____

Applicant's Address_____

Owner of Property_____ phone_____

Owner's Address_____

Person appearing for application: _____ phone _____

Zoning District (Commercial or Residential)_____

Meeting Date: _____

**REASON FOR APPEARING:**

Subdivision approval: ☐ Preliminary ☐ Final

Site plan approval: ☐

Architectural Review: ☐

Zoning variance Request: ☐ Area Variance ☐ Use Variance

**PROJECT NAME & DESCRIPTION:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

## ZONING BOARD OF APPEALS RECOMMENDATION FOR:

***** $100.00 non-refundable Zoning Board application fee required at the time of submittal *****

**TYPE OF PROJECT**_____
(commercial, residential, industrial)

Person appearing for application_____

Address_____phone_____

Size of parcel in acreage_____ present zoning_____

**Plans MUST be prepared and stamped by a licensed State of New York engineer, Architect, Landscape Architect or Surveyor. ALL applicable items MUST be shown on said map.**

I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed and the premises used as stipulated in this request.

Signature of Applicant_____Date_____

Meeting Date:_____

Received by:_____Date_____

**NOTE:** In addition to the eleven copies required on the front of this form, the following is also required:

- If property location is within 500' of the boundary of another Town/Municipality, another complete set of submittals will be required.
- If property location is within 500' of or on a County, State or Village Road and/or within 500' of another Town/Municipality, the attached Monroe County Department of Planning & Development Referral Form (MCDP&D) will be required to be filled out by the applicant, and additional sets of submittals will be required to be sent to MCDP&D by the applicant.

Village of East Rochester
317 Main Street
East Rochester, New York 14445
Phone (585)385-3513
Fax (585) 419-8284
www.eastrochester.org

# PRELIMINARY SITE PLAN REVIEW CHECKLIST FOR THE PLANNING BOARD

PROJECT NAME _____

This checklist is for use by the applicant as a guide to ensure that all necessary information has been submitted for concept plan approval. The applicant must submit this form along with the Application Worksheet.

If the applicant is proposing a new project of sizeable nature or a significant change to a current project, they must appear before the Planning Board for an informal/sketch plan discussion prior to preparing the detailed plans.

If variances will be required from the Zoning Board of Appeals, the applicant should first appear before the Planning Board on an informal basis to obtain a recommendation to the Zoning Board of Appeals in order to expedite the process.

The project documents shall include:

| | | YES | NO | N/A |
|---|---|---|---|---|
| 1. | Complete title, location, as well as names and addresses of owner, architect, engineer and/or land surveyor. | | | |
| 2. | North arrow, scale and date. | | | |
| 3. | Location map at a scale of 1" = 2000' relating the project site to the existing road system. | | | |
| 4. | Complete dimensions of building and property lines including all angles and dimensions required for locating the building on the site. Show positions and dimensions of driveways, paths and existing buildings. | | | |
| 5. | Topographic map showing existing and proposed contours at no greater than two-foot (2') intervals. | | | |
| 6. | Zoning setbacks and restriction lines. | | | |
| 7. | Area of plot. | | | |
| 8. | Building coverage as a percent of total lot area. | | | |
| 9. | Impervious coverage as a percent of total lot area. | | | |
| 10. | Details and location of curbs and their radii, as well as dropped curbs and tree enclosures. | | | |
| 11. | Finished floor elevations, proposed use, and height of all existing and proposed buildings. | | | |
| 12. | Architectural floor plans and elevations indicating type of materials and finishes. | | | |
| 13. | Sign locations and elevations indicating size and type of materials | | | |
| 14. | Adjoining properties and buildings with names of owners. | | | |
| | | YES | NO | N/A |

| | | | | |
|---|---|---|---|---|
| 15. | Indicate existing buildings, old walls, paving and curbs to be removed. | | | |
| 16. | Location, ground elevation, name and size of trees and shrubbery to be removed or to remain. | | | |
| 17. | Elevations and slopes of streets, driveways, paths and parking areas indicating elevations at high points and low points. | | | |
| 18. | Detail of driveway construction, including typical section. | | | |
| 19. | Storm drainage systems including elevations, types and sizes of field inlets, culverts, catch basins and drop inlets. | | | |
| 20. | Locations and sizes of water services, gas services, and storm and sanitary laterals. | | | |
| 21. | Sanitary drainage system including locations, elevations, types and sizes of pipes and manholes. | | | |
| 22. | Wall sections through top and bottom elevations. | | | |
| 23. | Location of all steps, ramps, railings, areaways and gradings. | | | |
| 24. | Location, type and extent of all surface materials, paving, lawns and planted or sodded areas. | | | |
| 25. | Landscaping plan showing planting schedule with sizes of plants and trees with both botanical and common names. Show individual number of trees and plants as well. | | | |
| 26. | Area map of applicant's entire holding showing subdivisions, streets and easements within one hundred feet (100') of applicant's property. Also show adjacent land use including buildings, pavement, landscaping, topography and ownership. | | | |
| 27. | Show parking and truck loading areas. Show that the number of parking spaces per square foot of the building meets the parking ordinance. | | | |
| 28. | Erosion control/Stormwater Pollution Prevention Plan. | | | |
| 29. | Lighting plan including location, pole height, fixture style, foot-candles and coverage per fixture. | | | |
| 30. | Dumpsters and refuse enclosures including location, landscaping, building material enclosure and elevations. | | | |
| 31. | Location of sidewalks and sidewalk easements. | | | |
| 32. | Indicate all variances or special permits as granted by the Board of Appeals. | | | |
| 33. | Show proposed watermain including location, type and size of pipe. Show fire hydrants, valves, sampling points and tap location. | | | |

Review completed by: _____ Date: _____

Map Title: _____ Date of Latest Revision _____

** Checklist must be completed prior to cutoff date to be added to the agenda.*

*** Once checklist is completed and signed, a letter will be sent informing applicant of meeting date.*

*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<br>b. Total acreage to be physically disturbed? _____ acres<br>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.<br>☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)<br>☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____<br>☐ Parkland | | | | |

| | NO | YES | N/A |
|---|---|---|---|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations? | ☐ | ☐ | ☐ |
| b. Consistent with the adopted comprehensive plan? | ☐ | ☐ | ☐ |

| | NO | YES |
|---|---|---|
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape? | ☐ | ☐ |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____ | ☐ | ☐ |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels? | ☐ | ☐ |
| b. Are public transportation service(s) available at or near the site of the proposed action? | ☐ | ☐ |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action? | ☐ | ☐ |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies: _____ | ☐ | ☐ |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____ | ☐ | ☐ |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____ | ☐ | ☐ |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? | ☐ | ☐ |
| b. Is the proposed action located in an archeological sensitive area? | ☐ | ☐ |
| 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? | ☐ | ☐ |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>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:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

| | NO | YES |
|---|---|---|
| 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? | ☐ | ☐ |
| 16. Is the project site located in the 100 year flood plain? | ☐ | ☐ |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES | ☐ | ☐ |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: ☐ NO ☐ YES _____ | | |

| | NO | YES |
|---|---|---|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____ | ☐ | ☐ |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____ | ☐ | ☐ |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____ | ☐ | ☐ |

**I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor name: _____ Date: _____

Signature: _____

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|---|---|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | ☐ | ☐ |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | ☐ | ☐ |
| 3. Will the proposed action impair the character or quality of the existing community? | ☐ | ☐ |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | ☐ | ☐ |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | ☐ | ☐ |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | ☐ | ☐ |
| 7. Will the proposed action impact existing:<br>a. public / private water supplies? | ☐ | ☐ |
| b. public / private wastewater treatment utilities? | ☐ | ☐ |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | ☐ | ☐ |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | ☐ | ☐ |

| | 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) |

PRINT